7 June 2007

Step-by-Step Guide
to input
Mock End of Cycle and
Interim Review Assessments
into the
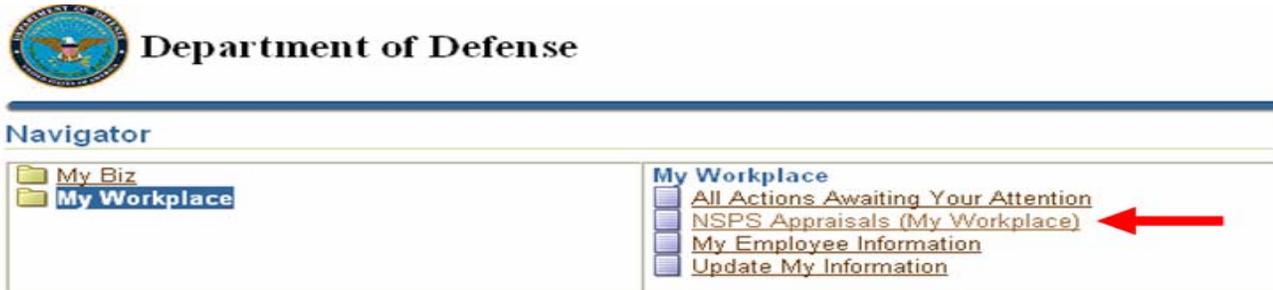## Performance Appraisal Application (PAA)

Steps Overview

Step 1. Rating Official initiates Interim Review (Pages 3-6)
Step 2. Employee inputs Interim Review and Mock End of Cycle self-assessment for mock pay pool (Pages 7-12)
Step 3. Rating Official inputs Interim Review assessments and Mock End of Cycle ratings for mock pay pool (Pages 13-20)
Step 4. Higher Level Review (Pages 21-25)
Step 5. Rating Official finalizes Interim Review (Pages26-28)
Step 6. Employee acknowledges Interim Review (Pages29-32)

Before You Begin

- Performance Plan must be created
    - Job objectives must be in "Approved" status
    - Weights must total 100%
    - Overall plan must be in "Approved" status
- Mock End of Cycle assessment and Interim Review self- and supervisory assessments should have been composed (in MS Word)
- Rating official should obtain concurrence from Higher Level Reviewer for proposed ratings and interim review assessments

Step 1: Rating Official Initiates Interim Review

Log in to My Workplace, select NSPS Appraisals
(My Workplace)

Department of Defense

Navigator

My Biz	My Workplace
My Workplace	All Actions Awaiting Your Attention
	NSPS Appraisals (My Workplace) ←
	My Employee Information
	Update My Information

Change Password if required*
- Must select and provide answer to Security Question
- Include your email address
- Click <Apply>

Change Password
*Indicates Required Field

*Current Password	••••••••••
*New Password	••••••••••
*Re-enter New Password	••••••••••

☑ **TIP** Passwords must: contain a minimum of nine characters; contain a mix of at least two lowercase letters, two uppercase letters, two numbers, and two special characters and be changed every 60 days. Example of Valid Password: EMpg23!$a

NOTE: Your user profile indicates that you have not selected a 'Security Question' and 'Answer' for your user account. In order for you to reset your password via the 'Forgot Your Password' link at a later date, these security items must be stored in your user profile. Once information is entered, select the 'Apply' button to proceed into the application.

*Security Question	What is your favorite color
*Answer	yellow
Work Email Address (optional)	shanel.hillan@us.army.mil

☑ **TIP** Although Work Email Address is optional, in order to take full advantage of the Self Service application (i.e., Self Service notifications), you are strongly encouraged to provide your work email address.

Cancel Apply

(*This screen may or may not display)

Select employee from list using blue pencil
(use "Next 5" to view additional names)

Performance Management As Rating Official

Plans/Appraisals in Progress

Filter [All Appraisals]   Create [Performance Plan] [Go]

⊘ Previous [1-5] Next 5

Initiator	Employee	Appraisal Effective Date	Plan Approval Date	Plan Phase	Appraisal Status	Details	Appraise	Delete	Close	Print
Averette, Les M	Fridell, Anderson D	01-Jan-2008	05-Mar-2007	Approved	Ongoing	🗒	✏	🗑	✖	🖨
Averette, Les M	Grahl, Annetta V	01-Jan-2008	15-Nov-2006	Modified	Ongoing	🗒	✏	🗑	✖	🖨
Hillan, Shanel B	Hillan, Shanel B	01-Jan-2008	05-Apr-2007	Approved	Ongoing	🗒	✏	🗑	✖	🖨
Averette, Les M	Pichette, Bert I	01-Jan-2008	02-Feb-2007	Modified	Ongoing	🗒	✏	🗑	✖	🖨
Averette, Les M	Weemes, Sid N	01-Jan-2008	04-Oct-2006	Modified	Pending Approval	🗒	✏	🗑	✖	🖨

Upper part of performance plan (scroll down)…

Rating Official Review

[Transfer to Employee] [Update Plan/Appraisal] [Submit Recommended Ratings]

Employee Name **Shanel Hillan**	Organization **US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D613 01**
Position **117087.HUMAN RESOURCES SPEC (RECRUIT & PLACE/CLASS).613999.ARSB.APPR**	Location **Redstone Arsenal, US**
Occupational Code **0201.Human Resources Specialist (NSPS)**	Pay Plan/Pay Band **YA-02**
Employee Number **403811**	

Work Schedule **Full-Time**	Assignment Status **Active Appointment**
Pay Pool ID	Appraisal ID **1175**

Setup Details

[Change Rating Official]

Appraisal Type **Annual Appraisal - NSPS**	Appraisal Effective Date **01-Jan-2008**
Rating Cycle Start Date **12-Jan-2007**	Performance Plan Approval Date **05-Apr-2007**
Rating Cycle End Date **30-Sep-2007**	
Rating Official **Averette, Les M**	

Relevant Organizational Mission/Strategic Goals

1. National Security Personnel System is flexible, agile, credible, trusted and fiscally sound.
2. Systematically plan and forecast to achieve the civilian workforce necessary to support the Army's mission.
3. Army's civilian workforce is capable, high performing, results oriented and richly diverse as America itself.
4. The Civilian Human Resource Community is strategically aligned and customer focused, and provides measurable, leading edge results.

Job Objectives

Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "approved" Job Objectives with assigned optional w

Show All Details | Hide All Details

Details	Job Objective Title	Status	Optional Weight (%)	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adj
▶Show	Obj 1 Special Projects	APPROVED	35				
▶Show	Obj 2 Training Delivery	APPROVED	15				
▶Show	Obj 3 - Develop training	APPROVED	30				
▶Show	Obj 4 Advisory Services	APPROVED	20				

Overall Job Objectives Information

Average Score

Lower part of performance plan; click <Create Interim Review>

Rating of Record and Comments

Rating of Record

Rating Official Assessment

ADVISORY: Information included in this section *will* print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review (s)/Closeout Assessment Annual Performance Appraisal.

Employee Self-Assessment for Annual Appraisal

☑ TIP Provide input that you wish to have considered as part of your performance rating assessment

ADVISORY: Information included in this section *will* print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review (s)/Closeout Assessment Annual Performance Appraisal.

Component Unique Information

ADVISORY: Information included in this section *will* print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s)/Closed Assessment Annual Performance Appraisal.

(Limit to 4400 characters)

Approvals and Acknowledgements

Performance Plan

HLR Approval	HLR Approval Date	HLR Approval Status	RO Approval	Emp Ack	Emp Ack Date	Communication Date	Communication Method	Other Communication Method
(Request)	05-Apr-2007	APPROVED	(Approve)	ACKNOWLEDG	05-Apr-2007	05-Apr-2007	Face to Face	

Interim Reviews

(Create Interim Review)

Details	Request HLR (Optional)	Higher Level Review Status	Higher Level Review Date	Start Date	End Date	Initiator	Status	Update
	No data exists.							

Closeout Assessments

(Create Closeout Assessment)

Details	Start Date	End Date	Initiator	Status	Update
	No data exists.				

Return to Performance Management As Rating Official   (Transfer to Employee) (Update Plan/Appraisal) (Submit Recommended Ratings)

Enter Start and End Dates
- Start date is NSPS Conversion date
- End date is last day of interim review period

Click <Save> button

Click <Transfer to Employee>

Click <Submit> button (top or bottom)

Repeat same steps for all employees

Step 2: Employee Inputs Interim Review and Mock End of Cycle self-assessments for mock pay pool

Click My Biz, then NSPS Appraisals (My Biz)

Change Password if required*
- Must select and provide answer to Security Question
- Include your email address
- Click <Apply> button

(* this screen may or may not display)

7 June 2007

Click the blue pencil to access performance plan

My Plans/Appraisals

Appraisals of Hillan, Shanel B

Create [Performance Plan ▾] [Go]

Initiator	Appraisal Effective Date	Rating Official	Appraisal Type	Appraisal Status	Details	Update	Delete	Print
Hillan, Shanel B	01-Jan-2008	Averette, Les M	Annual Appraisal - NSPS	Transferred	🖿	✏	🗑	🖨

Upper part of performance plan (scroll down)…

● Overview ── ○ Review

▼ Setup Details ▼ Relevant Organizational Mission/Strategic Goals ▼ Job Objectives ▼ Employee Self-Assessment for Annual Appraisal ▼ Component Unique Information ▼ Interim Reviews ▼ Closeout Assessments

Update Performance Plan: Overview

[Cancel] [Save and Continue] [Transfer to Rating Official] [Continue]

Employee Name **Shanel Hillan**	Organization **US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D613 01**
Position **117087.HUMAN RESOURCES SPEC (RECRUIT & PLACE/CLASS).613999.ARSB.APPR**	Location **Redstone Arsenal, US**
Occupational Code **0201.Human Resources Specialist (NSPS)**	Pay Plan/Pay Band **YA-02**
Employee Number **403811**	
Work Schedule **Full-Time**	Assignment Status **Active Appointment**
Pay Pool ID	Appraisal ID **1175**

Placement in Pay Band

Current Base Salary **47907**
Minimum Pay Band Level **38824**
Maximum Pay Band Level **87039**

Setup Details
⊗ Return to Top

✱ Indicates required field

Appraisal Type **Annual Appraisal - NSPS**	Rating Official **Averette, Les M**
Rating Cycle Start Date **12-Jan-2007**	Performance Plan Approval Date **05-Apr-2007**
Rating Cycle End Date **30-Sep-2007**	
Appraisal Effective Date **01-Jan-2008**	

Relevant Organizational Mission/Strategic Goals
⊗ Return to Top

Department of Army Civilian Human Resources Strategic Plan Goals:

1. National Security Personnel System is flexible, agile, credible, trusted and fiscally sound.
2. Systematically plan and forecast to achieve the civilian workforce necessary to support the Army's mission.

(Limit to 1400 characters)

8

Lower part of performance plan

Job Objectives   ⊗ Return to Top

(Add Objective)

Job Objective Title	Status	View Details	Optional Weight (%)	Delete
Obj 1 Special Projects	APPROVED	✎	35%	🗑
Obj 2 Training Delivery	APPROVED	✎	15%	🗑
Obj 3 - Develop training	APPROVED	✎	30%	🗑
Obj 4 Advisory Services	APPROVED	✎	20%	🗑

Employee Self-Assessment for Annual Appraisal   ⊗ Return to Top

☑ **TIP** Provide input that you wish to have considered as part of your performance rating assessment

ADVISORY: Information included in this section _will_ print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s)/Closeout Assessment Annual Performance Appraisal.

> Self-assessment for Mock End of Cycle will go here later (No action yet)

(Limit to 6600 characters)

Component Unique Information   ⊗ Return to Top

ADVISORY: Information included in this section _will_ print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s)/Closeout Assessment Annual Performance Appraisal.

(Limit to 4400 characters)

Self-assessment for Interim Review will go here later (No action yet)

Interim Reviews   ⊗ Return to Top

Details	Start Date	End Date	Initiator	Status	Update
▶ Show	12-Nov-2006	30-Apr-2007	Averette, Les M	PENDING	✎

Closeout Assessments   ⊗ Return to Top

Details	Start Date	End Date	Initiator	Status	Update
	No data exists.				

(Cancel) (Save and Continue) (Transfer to Rating Official) (Continue)

Check your character and line count for your assessments!
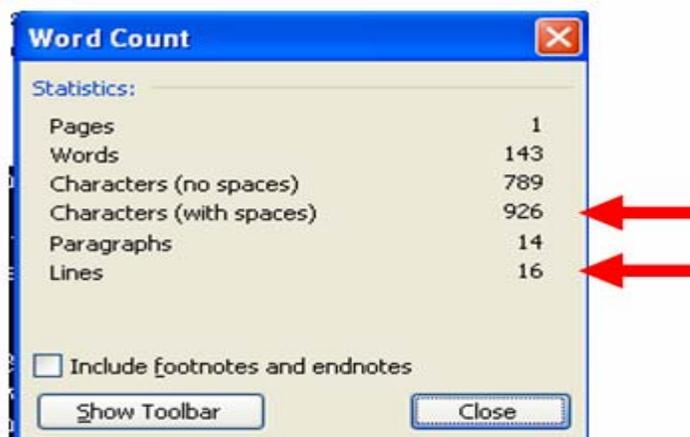- In MS Word, select Tools → Word Count
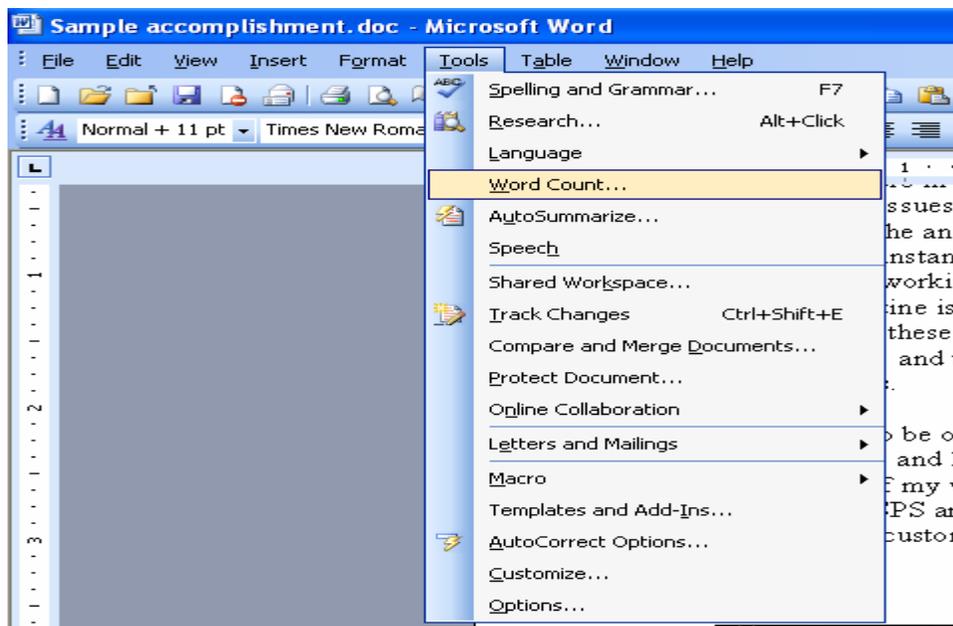
Interim Review self-assessment
- No more than 2000 characters (with spaces)
- No more than 21 lines

Annual Appraisal self-assessment
- No more than 6600 characters (with spaces)
- No more than 75 lines

Hint: Adjust margins in MS Word to reduce lines

Annual Appraisal: Copy and paste Mock End of Cycle self-assessment from MS Word

Job Objectives   ⊙ Return to Top

(Add Objective)

Job Objective Title	Status	View Details	Optional Weight (%)	Delete
Obj 1 Special Projects	APPROVED	✏	35%	🗑
Obj 2 Training Delivery	APPROVED	✏	15%	🗑
Obj 3 - Develop training	APPROVED	✏	30%	🗑
Obj 4 Advisory Services	APPROVED	✏	20%	🗑

Employee Self-Assessment for Annual Appraisal   ⊙ Return to Top

☑ **TIP** Provide input that you wish to have considered as part of your performance rating assessment

ADVISORY: Information included in this section _will_ print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s)/Closeout Assessment Annual Performance Appraisal.

> 1.Planning
> -Managed 36 classes in the absence of 3 specialists. Marketed classes, negotiated with vendors, cancelled when minimum requirements were not filled, prepared rosters, sent announcements and reporting directions, guided customers through applying, setup training facilities, explained billing to vendors and customers, graduated students. Received many praising

(Limit to 6600 characters)

Interim Review:

• Copy and paste Interim Review self-assessment from MS Word

• Click <Save> button

Click blue pencil to open Interim review

Interim Reviews   ⊙ Return to Top

Details	Start Date	End Date	Initiator	Status	Update
▶Show 12-Nov-2006		30-Apr-2007	Averette, Les M	PENDING	✏

Update Interim Review

☑ **TIP** Self-assessment is voluntary but highly recommended. The self-assessment better informs the supervisor of employee major accomplishments throughout the period/year.

ADVISORY: Information included in this section _will_ print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s)/Closeout Assessment Annual Performance Appraisal.

Interim Review Start Date **12-Nov-2006**
Interim Review End Date **30-Apr-2007**
Communication Date
Communication Method
Other Communication Method

Interim Review Initiator **Averette, Les M**
Interim Review Status **PENDING**
Interim Review Approved Date
Employee Acknowledge

☐ Acknowledge

Emp Acknowledged Date

Rating Official Assessment for Interim Review

[   ]

(Limit to 2000 characters)

Employee Self-Assessment for Interim Review

> Obj 1 – Program Oversight
> -All management support and administrative functions have been executed timely and effectively.
> -I kept the Regional Director informed about important issues.
> -I have made recommendations for improvements in administrative processes.

(Limit to 2000 characters)

(Save) (Cancel)

Click <Transfer to Rating Official> (top or bottom of screen)

Click <Submit> button (either one – top or bottom)

Logout or close window – you are done for step 2!

Step 3: Rating Official
Inputs Interim Review assessments and Mock End of Cycle ratings for mock pay pool

Log in to My Workplace, select NSPS Appraisals (My Workplace)

Select employee from list using blue pencil
(use "Next 5" to view additional names)

Performance Management As Rating Official

Plans/Appraisals in Progress

Filter All Appraisals

Create Performance Plan Go

Previous 1-5 Next 5

Initiator	Employee	Appraisal Effective Date	Plan Approval Date	Plan Phase	Appraisal Status	Details	Appraise	Delete	Close	Print
Averette, Les M	Fridell, Anderson D	01-Jan-2008	05-Mar-2007	Approved	Ongoing					
Averette, Les M	Grahl, Annetta V	01-Jan-2008	15-Nov-2006	Modified	Ongoing					
Hillan, Shanel B	Hillan, Shanel B	01-Jan-2008	05-Apr-2007	Approved	Ongoing					
Averette, Les M	Pichette, Bert I	01-Jan-2008	02-Feb-2007	Modified	Ongoing					
Averette, Les M	Weemes, Sid N	01-Jan-2008	04-Oct-2006	Modified	Pending Approval					

Scroll down to the bottom of the appraisal to the Interim Review section, then click the blue "Update" pencil

Interim Review:
- **Copy and paste Interim Review supervisory assessment from MS Word**
- **Click <Save> button**

Click <Update Plan/Appraisal> button (at top or bottom of screen)

To begin rating the performance objectives, scroll down to the Job Objectives section, then click the blue "Update Details" pencil by the first job objective

Job Objectives

Select Object: (Approve) | (Add Objective)

Select All | Select None

Select	Details	Objective Title	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
☐	▶Show	Obj 1 Special Projects	APPROVED	✏	35% ▾						🗑
☐	▶Show	Obj 2 Training Delivery	APPROVED	✏	15% ▾						🗑
☐	▶Show	Obj 3 - Develop training	APPROVED	✏	30% ▾						🗑
☐	▶Show	Obj 4 Advisory Services	APPROVED	✏	20% ▾						🗑

Upper part of job objective screen (scroll down)…

Update Job Objective

Click Add Objective to create objectives against which you measure performance.   (Cancel) (Save and Continue) (Apply and Update Next) (Apply)
* Indicates required field

Placement in Pay Band

Current Base Salary	47907
Minimum Pay Band Level	38824
Maximum Pay Band Level	87039

▶Show Strategic Organizational Objectives

* Objective Title   Obj 1 Special Projects
(Enter up to 80 characters)

* Start Date   12-Jan-2007   📅
(example: 20-Apr-2007)

Job Objective Status   APPROVED

Date Last Modified   20-Apr-2007

Job Objective
Obj 1 Special Projects: Complete TMD special project(s) and other assigned Action Officer individual or team projects.
Measurement: Projects are completed on time, comply with applicable laws, regulations and established policies and meet parameters established by Division Chief or Team Leader. Keep leadership informed of progress and any problems
(Limit to 770 characters)

▶Need Help to Write Objectives

Working Version Job Objective

(Limit to 2000 characters)

Lower part of job objective screen.
Enter job objective rating using drop-down menu

Enter Contributing Factor Impact
- Be sure to select +1, 0 (Neutral), or -1. DO NOT leave blank.
- When done, click <Apply and Update Next>
- Continue for each objective

After rating the last objective, click <Apply> and you will return to the appraisal screen

The Job Objectives area now shows the job objective ratings, contributing factor impact, adjusted ratings, and weighted ratings…

Job Objectives

Select Object: (Approve) | (Add Objective)

Select All | Select None

Select	Details	Objective Title	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
☐	▶Show	Obj 1 Special Projects	APPROVED	✏	35% ▼		3	0	3	1.05	🗑
☐	▶Show	Obj 2 Training Delivery	APPROVED	✏	15% ▼		4	0	4	0.6	🗑
☐	▶Show	Obj 3 - Develop training	APPROVED	✏	30% ▼		3	+1	4	1.2	🗑
☐	▶Show	Obj 4 Advisory Services	APPROVED	✏	20% ▼		3	0	3	0.6	🗑

Notes:
__Only approved objectives are rated and used in calculating the employee's score. Make sure all approved objectives have a rating.__

Annual Appraisal:
- Copy and paste mock annual appraisal rating official assessment from MS Word
- Click <Apply> button

Rating of Record and Comments

Rating of Record   3-Valued Performer

Rating Official Assessment

1. Planning.   -XX is a local intern who and is doing a really good job managing classes. He got an opportunity early on to get involved with the total course management process because of the transfer and activation of two specialists, and extended sick leave of another.   -His educational background in HR development allowed him to facilitate an Interview Skills class with little notice.
2. Development.   -XX's technical expertise is far above what would be expected of an intern just beginning his second year. He is very comfortable in the classroom and has outstanding VTT skills, making it possible to utilize him in classroom instruction much earlier than most.   -XX understands the Army Training Resources and Requirements System (ATRRS) and the Civilian Human Resource

(Limit to 2000 characters)

ADVISORY: Information included in this section *will* print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s)/Closeout Assessment Annual Performance Appraisal.

Overall Job Objectives Information

Average Score 3.45

(Cancel) (Save and Continue) (Apply)

(The rating of record and the average score is shown on the screen)

Scroll down to the Interim Review section
Click the icon under "Request HLR (Optional)"

The default Higher Level Reviewer is shown as the Approver on line 2 (Gus Vanhecke in this case).
If this is the correct higher level reviewer, click the <Submit> button and continue.
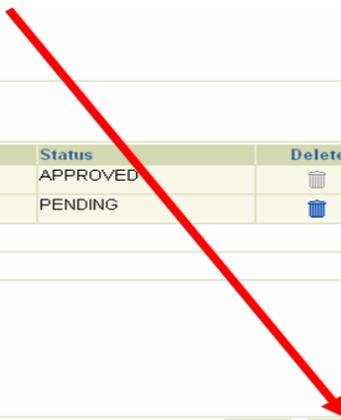
If this is NOT the correct higher level reviewer, click the <+> button next to "Add Adhoc Approver" and continue with the next page.

Click the <Yes> button on the "Warning" screen

Repeat same steps for all employees

Incorrect Higher Level Reviewer (through page 20):

• The "Add Adhoc Approver" section displays.
• Type in the name of the new HLR, followed by the wild card (%), then click the flashlight icon.
• Format for searching is Last Name (comma) First Name (or initial) (wildcard %). In this example, I am searching for Troy Cressman:

A list of matching names will display.

When you locate the correct name on the matching list, click the "Quick Select" icon.

If the name is not there, try modifying your search criteria (e.g., leave off the first initial, just search on the last name followed by the wild card.

Once selected, the new name displays in the Approver block.

Click the *<**Add**>* button to proceed:

The new higher level reviewer's name has now replaced the former HLR:

Press the <Submit> button to route to the HLR:

Click the <Yes> button on the "Warning" screen

Repeat same steps for all employees

Step 4: Higher Level Review

Log in to My Workplace, select NSPS Appraisals (My Workplace)

Change Password if required*
- Must select and provide answer to Security Question
- Include your email address
- Click <Apply> button

(*This screen may or may not display)

Select employee from list using blue pencil
- Note Appraisal Status "Pending IR HLR Approval"
- If more than 5 names, use "Next 5" (not shown) to view additional names

Performance Management As Rating Official

Plans/Appraisals in Progress

Filter [All Appraisals ▼]   Create [Performance Plan ▼] [Go]

Initiator	Employee	Appraisal Effective Date	Plan Approval Date	Plan Phase	Appraisal Status	Details	Appraise	Delete	Close	Print
Hillan, Shanel B	Hillan, Shanel B	01-Jan-2008	05-Apr-2007	Approved	Pending IR HLR Approval	📄	✏	🗑	✖	🖨
Averette, Les M	Fluegel, Piedad Z	01-Jan-2007	06-Nov-2006	Approved	Pending Approval	📄	✏	🗑	✖	🖨

Upper part of performance plan (review as desired; click "Show" to see Job Objective details; scroll down)…

Details: Higher Level Reviewer (HLR) for Interim Review

[Approve] [Return for Correction]

Employee Name **Shanel Hillan**	Organization **US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D613 01**
Position **117087.HUMAN RESOURCES SPEC (RECRUIT & PLACE/CLASS).613999.ARSB.APPR**	Location **Redstone Arsenal, US**
Occupational Code **0201.Human Resources Specialist (NSPS)**	Pay Plan/Pay Band **YA-02**
Employee Number **403811**	
Work Schedule **Full-Time**	Assignment Status **Active Appointment**
Pay Pool ID	Appraisal ID **1175**

Relevant Organizational Mission/Strategic Goals

Department of Army Civilian Human Resources Strategic Plan Goals:

1. National Security Personnel System is flexible, agile, credible, trusted and fiscally sound.
2. Systematically plan and forecast to achieve the civilian workforce necessary to support the Army's mission.

Job Objectives

Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "approved" Job Objectives with assigned optional weights must

Show All Details | Hide All Details

Details	Job Objective Title	Status	Optional Weight (%)	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Ratin
► Show	Obj 1 Special Projects	APPROVED	35		3	0	3
► Show	Obj 2 Training Delivery	APPROVED	15		4	0	4
► Show	Obj 3 - Develop training	APPROVED	30		3	+1	4
► Show	Obj 4 Advisory Services	APPROVED	20		3	0	3

Overall Job Objectives Information

Average Score **3.45**

Center part of performance plan (review as desired, scroll down)…

Overall Job Objectives Information

Average Score   3.45

Rating of Record and Comments

Rating of Record   3-Valued Performer

Rating Official Assessment   1. Planning. -XX is a local intern who and is doing a really good job managing classes. He got an opportunity early on to get involved with the total course management process because of the transfer and activation of two specialists, and extended sick leave of another. -His educational background in HR development allowed him to facilitate an Interview Skills class with little notice. 2. Development. -XX's technical expertise is far above what would be expected of an intern just beginning his second year. He is very comfortable in the classroom and has outstanding VTT skills, making it possible to utilize him in classroom instruction much earlier than most. -XX understands the Army Training Resources and Requirements System (ATRRS) and the Civilian Human Resource Training Application System (CHRTAS) and very effectively uses both tools. -He supports our NSPS training effort by graduating students when rosters are received for the multitude of NSPS classes being conducted in the NE Region. -Developed an on-line slide show to demonstrate use of the new spreadsheet to enter training in DCPDS. The spreadsheet received from DoD assumed users would have more knowledge of coding than they do and that they would have access to DCPDS tables, which they do not. XX added programming rules to reduce errors and the necessary information to the list of values to clarify and define the categories. -Super cooperative and willing to do whatever is necessary to support the HRD program. 3. Project Management. -XX is our web master and used his extended knowledge of computer technology to redesign the NE Region web site. He has worked hard to simplify navigation and make maintenance of the web site more efficient. -XX also helps maintain our calendar of regional training.

ADVISORY: Information included in this section *will* print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s)/Closeout Assessment Annual Performance Appraisal.

Employee Self-Assessment for Annual Appraisal

☑ **TIP** Provide input that you wish to have considered as part of your performance rating assessment

ADVISORY: Information included in this section *will* print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s)/Closeout Assessment Annual Performance Appraisal.

1.Planning
-Managed 36 classes in the absence of 3 specialists. Marketed classes, negotiated with vendors, cancelled when minimum requirements were not filled, prepared rosters, sent announcements and reporting directions, guided customers through applying, setup training facilities, explained billing to vendors and customers, graduated students. Received many praising

Bottom part of performance plan (review as desired; click "Show" to see Interim Review details – see next page)

Component Unique Information

ADVISORY: Information included in this section *will* print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s)/Closeout Assessment Annual Performance Appraisal.

(Limit to 4400 characters)

Interim Reviews

Details	Higher Level Review Status	Higher Level Review Date	Start Date	End Date	Initiator	Status
▶Show			12-Nov-2006	30-Apr-2007	Averette, Les M	PENDING

Closeout Assessments

Details	Start Date	End Date	Initiator	Status
	No data exists.			

Return to Performance Management As Rating Official   (Approve) (Return for Correction)

Interim Review details, review as desired

Interim Reviews

Details	Higher Level Review Status	Higher Level Review Date	Start Date	End Date	Initiator	Status
▼ Hide			12-Nov-2006	30-Apr-2007	Averette, Les M	PENDING

Interim Review Start Date	12-Nov-2006	Interim Review Initiator	Averette, Les M
Interim Review End Date	30-Apr-2007	Interim Review Status	PENDING
Communicate Date		Interim Review Approved Date	
Communicate Method		Employee Acknowledge	
Other Communicate Method		Employee Acknowledge Date	

Rating Official Assessment for Interim Review

> 1. Planning. -XX is a local intern who and is doing a really good job managing classes. He got an opportunity early on to get involved with the total course management process because of the transfer and activation of two specialists, and extended sick leave of another. -His educational background in HR development allowed him to facilitate an Interview Skills class with little notice.

Employee Self-Assessment for Interim Review

> Obj 1 ý Program Oversight
> -All management support and administrative functions have been executed timely and effectively.
> -I kept the Regional Director informed about important issues.
> -I have made recommendations for improvements in administrative processes.

Higher Level Reviewer cannot make changes to the appraisal.

- Use the <Approve> button to approve the Interim Review
- Use the <Return for Correction> button to have the rating official make changes

(Approve)   (Return for Correction)

If returned for correction, rating official and higher level reviewer will repeat Steps 3 and 4

Click the <Submit> button to return the appraisal to the rating official (whether approved or being returned for correction)

Click the <Yes> button on the "Warning" screen

Repeat same steps for all employees

Step 5: Rating Official Finalizes Interim Review

Note: Before beginning this step, the rating official must meet with the employee and communicate interim review assessment.

Log in to My Workplace, select NSPS Appraisals (My Workplace)

Select employee from list using blue pencil
- Note Appraisal Status "IR Approved by HLR"

Scroll all the way down to the Interim Review section
Click the "Show" link to open the Interim Review

7 June 2007

Enter Communication Date and Method (the date you held the Interim Review conversation with this employee).
Click the <Save> button.
DO NOT CHECK "APPROVE" BUTTON UNTIL AFTER EMPLOYEE ACKNOWLEDGEMENT

Click <Transfer to Employee>

Click <Submit> button (top or bottom)

- Job objectives box must be checked for employee to view objectives.
- Employees will not see the ratings or supervisory assessment.
- Update Plan/Appraisal box must be checked for the employee to acknowledge the Interim Review

Repeat same steps for all employees

Confirmation on the main appraiser screen

Step 6: Employee Acknowledges Interim Review

Click My Biz, then NSPS Appraisals (My Biz)

Click the blue "Update" pencil to access performance plan

Top part of performance plan (scroll down)…

Overview — Review

Update Performance Plan: Overview

Cancel | Save and Continue | Transfer to Rating Official | Continue

Employee Name	Shanel Hillan	Organization	US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D613 01
Position	117087.HUMAN RESOURCES SPEC (RECRUIT & PLACE/CLASS).613999.ARSB.APPR	Location	Redstone Arsenal, US
Occupational Code	0201.Human Resources Specialist (NSPS)	Pay Plan/Pay Band	YA-02
Employee Number	403811		

Work Schedule	Full-Time	Assignment Status	Active Appointment
Pay Pool ID		Appraisal ID	1175

Placement in Pay Band

Current Base Salary **47907**
Minimum Pay Band Level **38824**
Maximum Pay Band Level **87039**

Setup Details ⊼ Return to Top

* Indicates required field

Appraisal Type	Annual Appraisal - NSPS	Rating Official	Averette, Les M
Rating Cycle Start Date	12-Jan-2007	Performance Plan Approval Date	05-Apr-2007
Rating Cycle End Date	30-Sep-2007		
Appraisal Effective Date	01-Jan-2008		

Relevant Organizational Mission/Strategic Goals ⊼ Return to Top

Department of Army Civilian Human Resources Strategic Plan Goals:

1. National Security Personnel System is flexible, agile, credible, trusted and fiscally sound.
2. Systematically plan and forecast to achieve the civilian workforce necessary to support the Army's mission.

Center part of performance plan (scroll down)…

Job Objectives ⊼ Return to Top

Add Objective

Job Objective Title	Status	View Details	Optional Weight (%)	Delete
Obj 1 Special Projects	APPROVED	✎	35%	🗑
Obj 2 Training Delivery	APPROVED	✎	15%	🗑
Obj 3 - Develop training	APPROVED	✎	30%	🗑
Obj 4 Advisory Services	APPROVED	✎	20%	🗑

Employee Self-Assessment for Annual Appraisal ⊼ Return to Top

☑ TIP Provide input that you wish to have considered as part of your performance rating assessment

ADVISORY: Information included in this section *will* print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s)/Closeout Assessment Annual Performance Appraisal.

1.Planning
-Managed 36 classes in the absence of 3 specialists. Marketed classes, negotiated with vendors, cancelled when minimum requirements were not filled, prepared rosters, sent announcements and reporting directions, guided customers through applying, setup training facilities, explained billing to vendors and customers, graduated students. Received many praising

(Limit to 6600 characters)

Component Unique Information ⊼ Return to Top

ADVISORY: Information included in this section *will* print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s)/Closeout Assessment Annual Performance Appraisal.

(Limit to 4400 characters)

Lower part of performance plan
Click "Show" link to open Interim Review

Interim Reviews ⓐ Return to Top

Details	Start Date	End Date	Initiator	Status	Update
▶ Show 12-Nov-2006	30-Apr-2007	Averette, Les M	PENDING	✎

Closeout Assessments ⓐ Return to Top

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

[Cancel] [Save and Continue] [Transfer to Rating Official] [Continue]

Click the "Acknowledge" box
(Once you have acknowledged the interim review, this function cannot be undone)

Click the <Save> button
The interim review status will not change from "Pending" to "Approved" until the Rating Official approves the interim review.

Interim Reviews ⓐ Return to Top

Details	Start Date	End Date	Initiator	Status	Update
▶ Show 12-Nov-2006	30-Apr-2007	Averette, Les M	PENDING	✎

Update Interim Review

☑ **TIP** Self-assessment is voluntary but highly recommended. The self-assessment better informs the supervisor of employee major accomplishments throughout the period/year.

ADVISORY: Information included in this section *will* print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s)/Closeout Assessment Annual Performance Appraisal.

Interim Review Start Date **12-Nov-2006**
Interim Review End Date **30-Apr-2007**
Communication Date **24-Apr-2007**
Communication Method **Face to Face**
Other Communication Method

Interim Review Initiator **Averette, Les M**
Interim Review Status **PENDING**
Interim Review Approved Date
Employee Acknowledge

☐ **Acknowledge**

Emp Acknowledged Date

Rating Official Assessment for Interim Review
> 2. Development. -XXys technical expertise is far above what would be expected of an intern just beginning his second year. He is very comfortable in the classroom and has outstanding VTT skills, making it possible to utilize him in classroom instruction much earlier than most. -XX understands the Army Training Resources and Requirements System (ATRRS) and the Civilian Human Resource
> (Limit to 2000 characters)

Employee Self-Assessment for Interim Review
> Obj 1 ý Program Oversight
> -All management support and administrative functions have been executed timely and effectively.
> -I kept the Regional Director informed about important issues.
> -I have made recommendations for improvements in administrative processes.
> (Limit to 2000 characters)

[Save] [Cancel]

Click the <Transfer to Rating Official> button

Update Performance Plan: Overview

Cancel · Save and Continue · **Transfer to Rating Official** · Continue

Click <Submit> button (either one – top or bottom)

Share Appraisal Details with Rating Official

When you click Submit, ownership of this appraisal transfers to the Rating Official.

Cancel · Submit

Notification Message for Rating Official

Cancel · Submit

Confirmation – appraisal has been transferred

Confirmation
The appraisal has been submitted to the rating official.

My Plans/Appraisals

Appraisals of Hillan, Shanel B

Create [Performance Plan ▾] Go

Initiator	Appraisal Effective Date	Rating Official	Appraisal Type	Appraisal Status	Details	Update	Delete	Print
Hillan, Shanel B	01-Jan-2008	Averette, Les M	Annual Appraisal - NSPS	Ongoing				

Logout or close window – you are done!

**Interim Review and
Mock End of Cycle Assessments for Mock Pay Pool are now completed in the PAA**